

DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE ASSISTANT
BUSINESS OFFICE – EAST HARTFORD

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees

Location: Business Office – East Hartford

Job Posting No: 00094979

Hours: Monday through Friday, 8:00am – 4:30pm; RDO's: Saturday and Sunday

Salary: \$51,061 - \$64,973

Closing Date: **June 11, 2012**

Eligibility Requirement: Candidates must have applied for and passed the FISCAL/ADMINISTRATIVE ASSISTANT EXAM and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

Examples of Duties: This position shall assist the Fiscal/Administrative Officer and Accounts Examiner. Budgeting, Appropriation Accounting, Other Accounting Functions, Purchasing, Contract Administration, and Support Services. Responsibilities will include, but are not limited to, fixed assets, CO59 report, accounts receivable, payroll reporting, financial reporting, and revolving loans. Performs related duties as assigned. Experience with fixed assets module and EPM reporting on CORE-CT is desired, but not required. Proficiency in MS Excel, MS Word and Quicken software is desirable.

General Experience:

Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Note: Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. Descriptions of these fiscal/administrative functions are:

Distinction will be made between accountability for and participation in these functions. Fiscal/administrative supervisors, managers and chiefs must be accountable for (or supervise) the function if it is to be considered under the Guidelines for Class Use. The descriptions of each functional heading are not meant to be all inclusive. Their purpose is to provide a sampling of tasks in each functional area.

Those areas with an asterisk [*] must consume a significant amount of professional staff hours to be considered additional functions under the Guidelines. As a rule of thumb a significant amount of time will be considered a minimum of ten percent of total professional staff time or supervision of one full time professional position, whichever is smaller.

1. BUDGETING

Accountability for budget preparation and management for agency or facility; at higher levels includes participation in planning and policy decisions.

2. GENERAL FUND APPROPRIATION ACCOUNTING

Supervision of the agency's or facility's general fund accounting; includes maintenance of accounts (EDP or manual); Comptroller reconciliations; internal reconciliations; subsidiary accounts; payment lists; financial statements and reports; petty cash.

3. GRANT ADMINISTRATION (a&b ARE SEPARATE FUNCTIONS)

a. GRANT ACCOUNTING*

Supervision of the maintenance of accounting records, reconciliations, financial statements for grant funds, etc.

b. GRANT MONITORING* (non-programmatic)

Accountable for monitoring (or supervising monitoring) of grantees to ensure that funds are accounted for and expended properly. This can include pre- or post-audit of payments, review and analysis of budgets and financial statements, review of accounting procedures. It may include field work such as assistance with setting up financial records and may include (or consist mainly of) auditing grantees.

4. OTHER ACCOUNTING FUNCTIONS*

Accountability for or supervision of any additional professional accounting or accounts examining work which may be unique to an agency.

5. PURCHASING

Accountability for or supervision of the purchasing of supplies, equipment and contractual services including preparation and revision of specifications, selecting sources of supply, obtaining and evaluating formal written bids, issuing purchase orders, analyzing price trends.

6. CONTRACT ADMINISTRATION

Accountability for or supervision of contract preparation and monitoring including preparation of requests for proposals to obtain consulting or contractual services, determination of evaluation criteria, evaluation of proposals, preparation and monitoring of personal services agreements, point of service contracts and memoranda of understanding.

7. HUMAN RESOURCES (This applies to Confidential and Managerial Employees only.)

Accountability for and/or supervision of the agency or facility human resources function. This includes recruitment, human resources records, classification issues, grievances and other labor relations issues, worker's compensation, career and benefits counseling, preparation of agency or facility affirmative action goals, affirmative action recruitment, reporting, counseling and other aspects of implementation of affirmative action goals.

8. PAYROLL

Supervision of the payroll function.

9. SUPPORT SERVICES

Each additional support service supervised (e.g., stores, inventory/asset management, facilities/equipment security, facilities/equipment maintenance, mailroom, food service, phone system coordination) having a minimum of three (3) full-time positions or part-time equivalent) or taking a minimum of 10% of total fiscal/administrative staff time can be considered one (1) additional function.

10. INFORMATION TECHNOLOGY*

Supervision of an information technology operation including professional information technology staff (i.e., Information Technology Analyst 1 or above).

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**Department of Developmental Services — North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources
Fax: (860) 622-4967**

All application materials must be received by 11:59 p.m. on the closing date indicated above.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.